



COVID-19 – PPE & Disinfectant Protocols

This document is intended to outline the Personal Protective Equipment (PPE) and disinfectant needs for Department of Natural Resources employees engaged in work activities during the COVID-19 outbreak. Please note that all PPE that is listed here is in addition to (and not a substitute for) all regular PPE required to safely complete a task.

For the purpose of this document, regular PPE refers to PPE that is discussed in any DNR policy, procedure, or manual. This includes the Injury Prevention Manual, Dive Manual, Wildfire practices, etc.

Unless specifically noted, this document will not discuss any of the regular PPE requirements and will only focus on PPE and practices designed to help DNR meet its objectives related to COVID-19, which are:

1. Reduce risk of new infections of DNR employees from COVID-19;
2. Slow the spread of COVID-19 in the DNR Community;
3. Ensure DNR continuity of operations;
4. Provide for frequent communication to all DNR personnel

Staff and supervisors should use this document based on the following questions:

1. Is the employee fully vaccinated and has provided proof of vaccination?
 - a. If YES: PPE for Employees who are fully vaccinated and have provided proof of vaccination (Page 3)
 - b. If NO: PPE for Employees who are not fully vaccinated, have not provided proof of vaccination (Page 3)

In instances where the workers are non-DNR employees, the individuals will follow the requirements outlined in their respective contract or work agreement.

This document is broken into the following sections:

1. Requirements for employees who are fully vaccinated and have provided proof of vaccination
2. Requirements for employees who are not fully vaccinated or employees have not provided proof of vaccination.
3. Disinfection protocols for all employees
4. Additional guidance

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Next Review Due: 07/31/2021

*This protocol will be reviewed every 30 days
for currency/need and will be amended as needed.*

The phrases fully vaccinated, proof of vaccination, working alone, maintain social distancing, and close contact are used in this document. For the purpose of this document, the definitions for these phrases are:

- **Fully Vaccinated –**
 - **For two-dose vaccine** – Employees have received both doses, and at least two weeks have passed since the second dose. OR
 - **For single-dose vaccine** – *Employees have received a single dose and at least two weeks have passed since the required dose.
- **Proof of Vaccination** - Proof of vaccination verification must be a CDC vaccination card (or a printed or electronically stored photo of the card), OR documentation of vaccination from a health care provider or state immunization information system record.
- **Working Alone** – refers to being isolated from human interaction for an extended period of time. The ability to work alone may influence if a mask is required. Examples include:
 - Lone worker in enclosed cab of tractor, vehicle or similar equipment.
 - Person working alone in a four-walled office or conference room with a door.
 - Person performing work while teleworking.
 - Person working outdoors and able to maintain social distancing of at least 6 feet.
- **Social distancing** – Refers to being 6 feet or greater from others. Social distancing is an added health protection measure. Social distancing is NOT used to determine if a mask is needed.
- **Close contact** – Refers to being closer than 6 feet from someone for greater than 15 minutes total (this is a cumulative total within a 24-hour period). Close contact is used when determining possible self-quarantine needs if a positive case occurs.

PPE requirements for employees who are fully vaccinated AND have provided proof of vaccination

With some limited exceptions, if DNR employees are fully vaccinated and provide proof of vaccination status to DNR, the required PPE & practices are noted below:

- No COVID PPE is required and social distancing is not required, unless the work includes one of the following tasks/locations listed below.
 - All staff traveling on public transportation (buses, trains, or air travel).
 - Service desks at the entrance to work areas when interacting with the public.
 - Field staff when interacting with the public in close contact situations.
 - Staff working with or transporting incarcerated individuals.
- In these circumstances, refer to the requirements listed in PPE Requirements for Employees who are not fully vaccinated or have not had provided proof of vaccination.

PPE requirements for employees who are not fully vaccinated or who have not provided proof of vaccination

This section details the PPE requirements for all employees who are either not fully vaccinated, who have not provided proof of vaccination, or are in one of the work tasks/locations listed above:

Required PPE & Practices

- A minimum of a cloth face covering, a surgical mask, KN95, or N95 as outlined by WA DOH and the CDC must be worn at all times, unless working alone.
- Maintain social distancing of at least 6 feet, whenever possible.
- PPE for incarcerated individuals should be coordinated with the individual's home institution (WA DOC, WA DCYF, or other).
- If a specific job or task does not permit the PPE noted above, the workgroup in question (examples could be Wildfire Operations or Geoduck Diving Operations) must create a detailed safety plan on how staff will be properly protected. This plan should detail out when and why the safety requirements of the job do not permit the COVID-19 PPE and what measures will be taken to ensure the safety and health of personnel. This plan must be approved by the DNR Safety Manager.
- The following Engineering and Administrative Controls should be practiced to help minimize possible COVID exposure while traveling:
 - Whenever possible, do not use single cab vehicles for carpooling.
 - Separate workers as much as possible. Position workers in opposite ends of vehicles.
 - Limit travel time to as little as possible (take direct routes, limit unnecessary stops, etc.).
 - Increase airflow and minimize air recirculation.
 - Use windows to help increase airflow when appropriate.
 - Regularly clean all touch points of vehicle(s) with appropriate disinfectant.
 - After use, clean inside of vehicle with appropriate equipment and supplies to ensure vehicle is as clean as possible for the next user.

Disinfection Protocols for All Employees

All employees, regardless of vaccination status should:

- Have the ability to properly clean their hands. This can be accomplished by either (1) washing hands with soap for at least 20 seconds; or (2) using an alcohol based hand sanitizer that is at least 60% alcohol. **The preferred method for cleaning hands is soap and water for at least 20 seconds.**
- Have access to disinfectant products (wipes or an alternative disinfectant and disposable paper product) to clean surfaces that may be contaminated. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Regardless of the disinfectant used, the manufacturer's instructions for concentration, application, method and contact time, etc. must be followed. Before and at the end of your shift, clean all surfaces with the disinfectant. In addition, it is recommended that shared surfaces are cleaned periodically throughout the day.

Additional guidance

Cleaning / Disinfectant Wipes – If wipes cannot be obtained, consider using one of the many disinfectant cleaners recommended by the EPA and paper towels or napkins. The disinfectant should be used according to manufacturer's recommendations (mixing rates, application, contact time, etc.). A list of products can be found here:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Soap & Water – If soap and water is not available, utilize hand sanitizer that is at least 60% alcohol. Hand sanitizer may be found in a gel or hand cloth style. While it may not be possible in many or all locations, things such as hand washing stations (foot pump activated) or a pump to run water may be possible alternatives.

Plexiglas and Plastic Shields - The purpose of this information is to outline the role that plexiglas and plastic shields perform in DNR's COVID-19 mitigation strategy. This information is not intended to replace or take the place of any other DNR COVID protocol or process. Plexiglas includes all hard plastics that are temporarily or permanently installed as a barrier between individuals. Plastic shields include all other types of plastic that are temporarily or permanently installed as a barrier between individuals. Please note that this does not cover plastic face shields or other types of PPE.

Plexiglas and plastic shields are not a replacement for PPE. PPE is still required when either plexiglas or plastic shields are installed. While neither plexiglas or plastic shields provide a standalone measure of protection against COVID-19, they can add a level of protection in certain situations. Plexiglas and plastic shields should not be installed at every workstation across DNR. Appointing Authorities may authorize plexiglas to be installed in dispatch centers or areas where DNR personnel routinely interact with members of the public.